

Facilities Custodian/Technician

to apply, send letter & resume to dblanch@camperdown.org

School Summary

Camperdown Academy is a non-profit organization providing excellence in the education of children with dyslexia through a day school for grades one through eight, and training and outreach services provided to teachers and professionals across the region. Specific and specialized teaching approaches are shared through outreach efforts and administered in small group settings with an emphasis on individualized instruction.

Position Summary

This position is a full-time, year-round position reporting to the Director of Operations and Head of School. As a Facilities Technician, you will be responsible for performing a variety of maintenance and custodial duties to ensure the cleanliness and functionality of our facilities. This is a vital role in maintaining a safe and comfortable environment for our employees and students.

Key Responsibilities

- Perform routine maintenance tasks, such as replacing light bulbs, repairing fixtures, and fixing minor plumbing issues
- Conduct regular inspections of the facilities to identify any maintenance or repair needs
- Clean and sanitize restrooms, break rooms, and other common areas
- Sweep, mop, and vacuum floors to maintain cleanliness
- Perform floor care duties including buffing and waxing floors
- Assist with setting up and tearing down equipment for meetings or events
- Handle basic repairs and maintenance tasks, such as painting walls or replacing damaged furniture
- Monitor inventory levels of cleaning supplies and notify supervisor when restocking is needed
- Appearance of buildings (internal and external)
- Maintaining cleanliness of the building including restrooms, floors, and trash removal
- Adhere to all safety protocols and guidelines while performing duties
- Bodily fluid cleanup
- Drive buses as needed for field trips
- Other duties as assigned

Minimum Position Requirements

- High school diploma with a minimum of 5 years of custodial / maintenance experience
- Clean driving and criminal record and ability to drive a mid-sized bus (background check will be required)
- Excellent attention to detail and ability to maintain high standards of cleanliness
- Ability to prioritize tasks and work efficiently in a fast-paced environment
- Strong knowledge of facilities maintenance procedures and practices
- Employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl.

Camperdown Academy recruits, hires, and promotes without regard to race, religion, gender, age, disability, marital status, political affiliation, or sexual orientation.